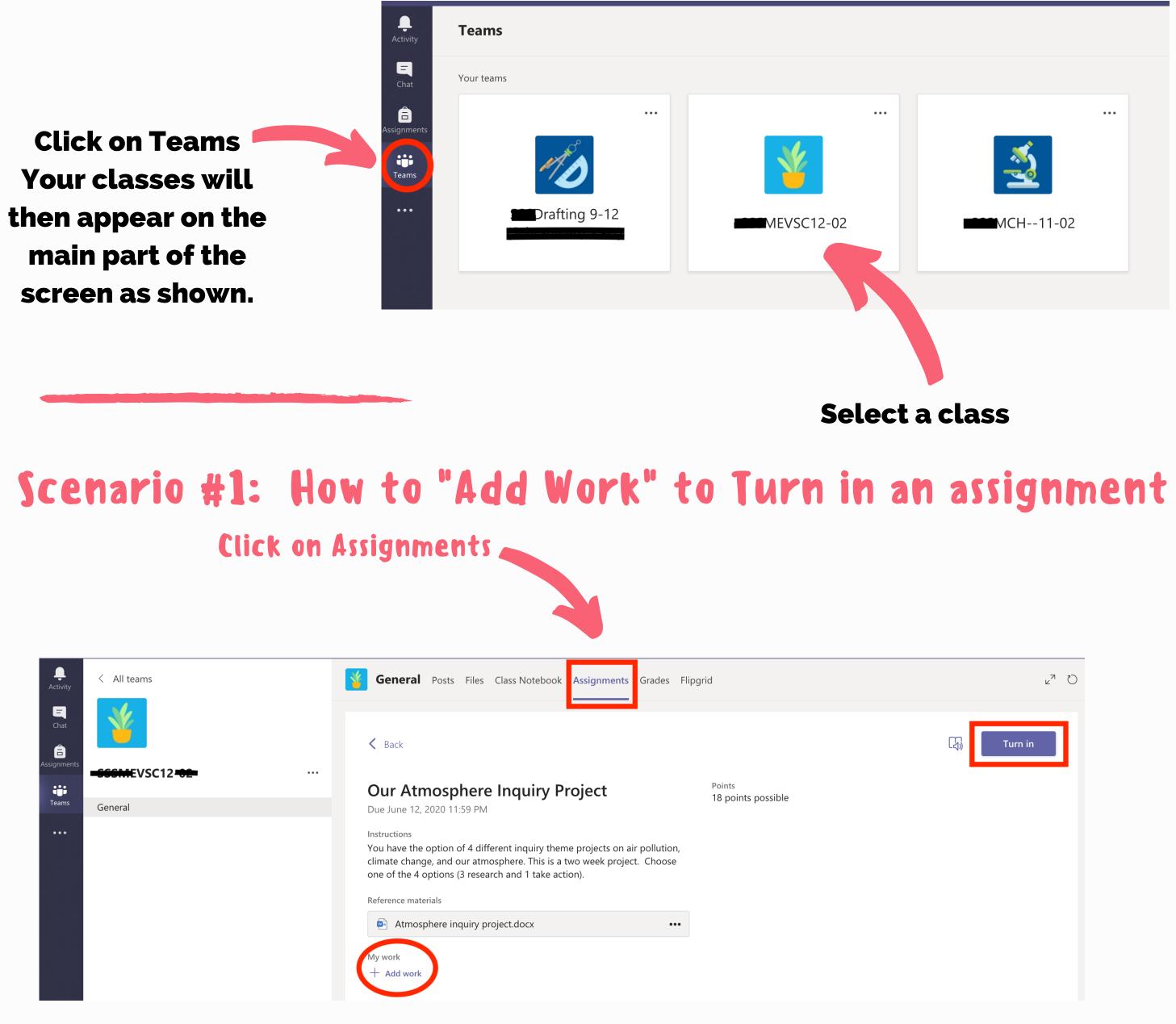


login: studentnumber@sd67.bc.ca Password: use your school password

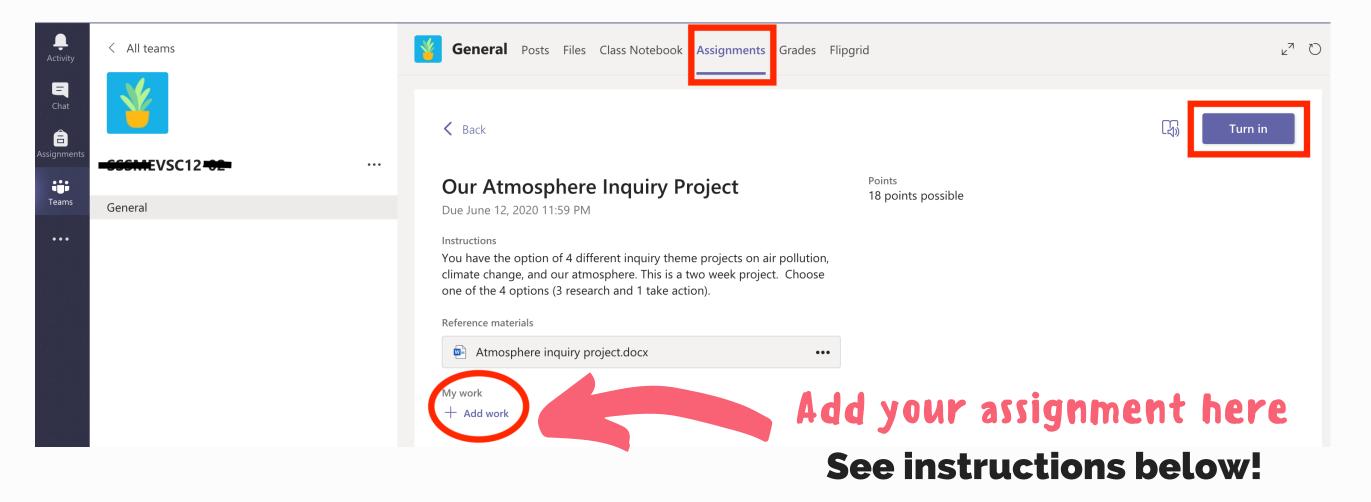
Sample Student Screen

Click on Teams Your classes will then appear on the



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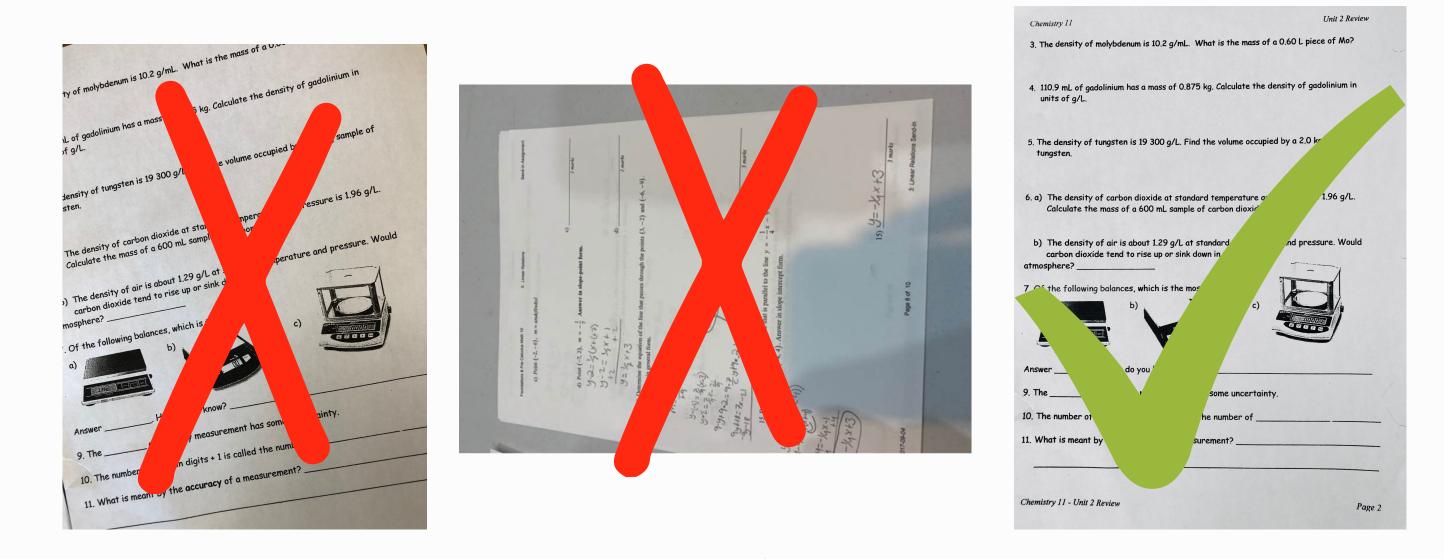
How to Submit an Assignment on Microsoft Teams Continued



How to submit a hand-written assignment

A math or science assignment for example

- 1. Take good photos of your work! Make sure each photo is in focus and the entire page of your work can be seen!
- 2. Make sure each photo is oriented correctly and not sideways.
- 3. Make sure that you are submitting the correct work in the right spot if there are multiple assignments in a course.
- 4. Open <u>Microsoft Word</u> (if you are using a Chromebook, you can access it through Office.com).
- 5. Add all the photos that were taken for the assignment to ONE document.
- 6. Organize the photos in order in the word document (photo of page 1 first, photo of page 2 second, and so on).
- 7. Double check that all your answers are visible and easy to read. Remember to SAVE your document!
- 8. Now, you are ready to upload your document to Teams.



How to Submit an Assignment on Microsoft Teams Continued

 Activity	< All teams	General Posts Files Class Notebook Assignments Grades Flip	grid ₂ 7 O
Chat	■SSGMEVSC12=3E= ····	K Back	ද් _ව න Turn in
Teams	General	Our Atmosphere Inquiry Project Due June 12, 2020 11:59 PM	Points 18 points possible
		Instructions You have the option of 4 different inquiry theme projects on air pollution, climate change, and our atmosphere. This is a two week project. Choose one of the 4 options (3 research and 1 take action). Reference materials	
		 Atmosphere inquiry project.docx My work + Add work 	d your assignment here

Click "Add work" Upload your word document

If your assignment was originally done on the computer, simply upload your file. If you created a Powerpoint, you may convert it to a PDF and submit the PDF.

Turn in your assignment

Once your assignment is uploaded, click on the "Turn in" button at the top right corner.

Activity	< All teams	Grades Flips	grid	u r⊿
Chat E Assignments	-SSSMEVSC12-BE ····	K Back		Turn in
		Our Atmosphere Inquiry Project	Points 18 points possible	
Teams	General	Due June 12, 2020 11:59 PM		
•••		Instructions You have the option of 4 different inquiry theme projects on air pollution, climate change, and our atmosphere. This is a two week project. Choose one of the 4 options (3 research and 1 take action).		
		Reference materials		
		Atmosphere inquiry project.docx •••		
		My work + Add work		

Scenario #2:

How to turn in an assignment without using the "Add work" function

When a teacher posts a worksheet on Teams for students to type in the answers directly, then you will not need to use the "Add work" function. Once you have fully completed the worksheet, simply click the "Turn in" button.

General Posts Files Class Notebook Assignments	Grades	
Back	[43)	Returned Fri, Apr 24, 2:03 PM 🛩 Turr
Vitosis and Cytokinesis Due April 9, 2020 11:59 PM	Feedback	
Autor the power point notes that I have created as well as the you tube video link for the "ameoba sisters" that is bound at the top of the worksheet and then do the worksheet. You can type your answers right below the uestions (maybe use a different color) and then hand it ack in. For the short project you may have to take a photo you created a poster or model or if you did a power point r something on the computer you can directly upload it. if ou have questions you can "call" me through team during ur class time on the schedule. FYI it is day 1 rotation A on hursday. good luck.	Points	Open and Complete the entire workshe
eference materials		
Mitosis Power Point Notes Video		
My work Mitosis Worksheet.docx		
1y work	s Grades	
My work Mitosis Worksheet.docx	s Grades	Returned Fri, Apr 24, 2:03 PM ℃ Turn in
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Mitosis Worksheet.docx General Posts Files Class Notebook Assignments Carter Back Mitosis and Cytokinesis Due April 9, 2020 11:59 PM Instructions Watch the power point notes that I have created as well as the you tube video link for the "ameoba sisters" that is found at the top of the worksheet and then do the worksheet. You can type your answers right below the questions (maybe use a different color) and then hand it back in. For the short project you may have to take a photo if you created a poster or model or if you did a power point or something on the computer you can directly upload it. if you have questions you can "call" me through team during our class time on the schedule. FYI it is day 1 rotation A on	Feedback	

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